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**CENTRAL REGIONAL COUNCIL ON WORKFORCE SERVICES**

**Department of Workforce Services**

**1385 South State Street, Salt Lake City, Utah 84115**

**Monthly Meeting Minutes**

**Thursday, February 23, 2006**

**12:30 p.m.**

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Presiding: Greg Diven, Chair

Present: Allan Ayoub, LaRay Brown, Aida Castrillo, Charles Daud, Linda Fife, Norm Fitzgerald, Stephanie Frohman, Tony Gomez, Ben Graham, Paul Jackson, Douglas Johnston, Nancy Malecker, Jon Pierpont, Kevin Schofield, Karen Silver, Susan Smith, Kerry Steadman, Russ Thelin

Absent: Edith Fauver, Louie Silveira, Melva Sine, Julie Zimmerman

Excused: Ron Andersen, Jennifer Carroll, Commissioner Colleen Johnson, Jill Merritt, Dr. Stephen Ronnenkamp, Steven Rosenberg

Guests: Dr. Quinn McKay-Consultant/Author, Kyle Walker-Office of Rehabilitation

Staff: Karla Aguirre, Vint DeGraw, Steve Leyba, Diane Lovell, Laurel Morris, Mary Peterson, Yvette Woodland

**Call to Order, Announcements & Opening Business**

Chairman Greg Diven called the meeting to order at 12:35 pm. He began by introducing Dr. Quinn McKay who will be the keynote speaker at the Council retreat on April 27<sup>th</sup>. The Retreat theme is *Integrity in the Workplace*.

Mr. Diven reported that we have made some major progress with the Asian Flu Pandemic effort. A letter from the Council was sent to over 9,000 area employers on February 3, 2006. In addition, Jill Merritt wrote an article for the SHRM (Society for Human Resources Management) Newsletter and the Department of Health has agreed to provide speakers at SHRM Chapter meetings through Utah during the next few months with the first one to be held on March 7, 2006 at the Sheraton Hotel in Salt Lake City. Mr. Diven encouraged Council members to attend. Greg Diven thanked Jill Merritt, Laurel Morris and Jon Pierpont for their efforts.

Chairman Diven announced that there are no vacancies on Council at the present time. He noted that more private sector representation is needed on Youth Council and if anyone would like to be involved or knows someone who would like to be involved in this capacity to speak with Paul Jackson, Youth Council Chair. Chairman Diven also acknowledged the excellent work that has taken place on Youth Council in the past year.

Mr. Diven then introduced Vint DeGraw-Manager Tooele Employment Center who shared highlights regarding the activities of his center. Mr. DeGraw noted that it is a very exciting time to be in Tooele County with the vast amount of economic development that has taken place since January 2005. He shared a handout that included a list of businesses that have opened in the past year. Mr. DeGraw closed by stating that Tooele County is approaching a labor shortage.

Mr. DeGraw also noted that the new Miller Motorsports Park is having general job recruitment on March 9<sup>th</sup> and 10<sup>th</sup>, which the Tooele Employment Center will assist with. Also, on April 25<sup>th</sup> a Second Chance Job Fair will be held for individuals with a criminal history.

Greg Diven made Council aware of a revised agenda that was distributed at today's meeting.

#### **Consent Agenda**

Karen Silver noted the following corrections to the January 26, 2006 Council Meeting Minutes:

- Page 2 – In Mike Richardson's presentation he talked about the bonuses being eliminated in the national legislation which means a \$3.7M cut for Utah. **In addition, there was a 1% Federal cut across the board, which was another \$1M, bringing the total cut to \$4.7M.**
- **Mike Richardson talked about the department tracking the Department of Labor Second Chance money because it may be decreased.** Ms. Silver felt this information would be beneficial for the minutes.
- Page 3 – Item number 2. One Stop – Homeless individuals and families - notes that a report and proposal will be ready for discussion by April 1<sup>st</sup>. **Ms. Silver noted the date should be April 30<sup>th</sup>.**
- Page 6 – paragraph on Tara Connolly. **Ms. Silver indicated that Ms. Connolly had stated that Utah had a federal waiver for not assessing subsequent eligibility for approved providers and we (DWS) wanted to get rid of that waiver. DOL denied the request to remove the waiver.**
- Page 7 – Part of the Veterans Presentation – **Ms. Silver noted that Laurel Morris announced the American Legion National Conference will be held August 24<sup>th</sup>-31<sup>st</sup> in the Salt Palace.**

**Charles Daud motioned to accept the January 26<sup>th</sup> Central Region Council minutes with the above noted changes and the February 9<sup>th</sup> Executive Committee Meeting minutes as written. Norm Fitzgerald seconded the motion. All voted "Aye". The motion carried.**

#### **Regional Director's Report**

Jon Pierpont provided a one-page handout highlighting the Mid-Year Performance Update for Central Region. He began by restating the departments mission which is "*We provide employment and supportive services for our customers to improve their economic opportunities.*" The vision states, "*We are preparing our customers to prosper now and as the workforce of the future.*"

Mr. Pierpont noted that the department has been working on the following four Strategic Goals during the past 2 years.

1. Promote economic stability and self-sufficiency for all our customers.
2. Contribute to the development of a workforce that is prepared for the jobs of today and the future.
3. Provide a dynamic employment exchange system.
4. Support quality of work-life for all DWS employees.

The following three Business Processes and their measurements were discussed.

1. Eligibility
2. Employment Counseling
3. Business Services

Mr. Pierpont also noted that with the increased caseloads we have not increased staff and have had to “do more with less.”

Mr. Pierpont highlighted some of the Ongoing Priorities and Initiatives:

- Negative Error Rate
- General Assistance Specialized Team
- Homeless One Stop Research
- Centralized Imaging Unit
- Family Employment Plan Participation
- Telecommuting
- YES Contract and Program Co-location
- Continued Efficiencies
- Specialization
- Partnerships
  - DCFS
  - YMCA
  - CAP Food Pantry
  - Salt Lake County Aging
  - Refugee Center at the Asian Association
  - Job Corps
  - Vocational Rehab-Choose to Work

Allan Ayoub made mention that the Homeless Shelter was not on the list. Mr. Pierpont indicated that DWS is still working with the Road Home.

Norm Fitzgerald asked about Job Corps and their service to senior youth. Mr. Pierpont noted that DWS is working in partnership with Robyn Wright – Management & Training Corporation to increase Job Corp recruitment and enrollment.

### **Executive Committee Report & Recommendations**

Chairman Diven provided a committee report and recommendations for the following three areas:

5. Worksite Learning Challenge
6. Proposed Committee Restructuring
7. Council Retreat – Plans and Preparation Assignments

### **C. Worksite Learning Challenge**

Mr. Diven began with the Worksite Learning Challenge. He noted that this is one of Council's goals and there is a commitment for all Council members to talk with two employers and get them involved in Worksite Learning. Packets are available for those who have not yet received them from Diane Lovell.

Laurel Morris highlighted areas of worksites needed and considerations to keep in mind. She noted that we are always developing the sites and continue to try to match the population of customers with the worksites. Currently, we have an over abundance of clerical worksites and are having a hard time finding enough of our customers who meet the qualifications. Our greatest needs are for entry-level labor, warehouse and janitorial worksites. Some worksites may be pulled because they are not on a bus route. Ms. Morris asked that these considerations be looked at when talking to employers. Due to a meeting conflict, Laurel Morris continued with her Business Services Update.

### **Business Services Update**

Laurel Morris provided a 2-page handout highlighting Central Region Business Services recent activities and upcoming events. A General Job Fair was being held today from 10:00 am to 3:00 pm at the Valley Fair Mall. Over 30 employers will participate and are hoping to see 2000 or more job seekers at this Job Fair.

Other upcoming Job Fairs include:

- Miller Sports Park Job Fair – March 9<sup>th</sup> and 10<sup>th</sup> from 3-7:00 pm at the Utah Firefighters Museum in Tooele
- Second Chance Job Fair for ex-offenders – March 21<sup>st</sup> from 10:00 am to 2:00 pm at the South Building of the Salt Lake County Complex
- Work-Ability Job Fair – April 4<sup>th</sup> at 1385 South State from 10:00 am to 2:00 pm
- Second Chance Job Fair – April 25<sup>th</sup>. Time and location to be announced.

The On-Line Employer Services goal reached 53.94% as of yesterday, which exceeds the state average by 22.28%. Classes are continually offered twice monthly for employers and the schedule can be accessed on [www.jobs.utah.gov](http://www.jobs.utah.gov).

Ms. Morris briefly touched on Worksite Learning as well as Seminars and Workshops that are offered on the handout distributed.

Greg Diven thanked Ms. Morris for her report and for the assistance she provides with the Roundtables.

Laurel Morris added that during the Christmas season, Business Services decided to hold a silent auction to raise money for the employee group fund, rather than exchange gifts. Her staff donated \$175.00 of the silent auction proceeds to the Gift of the Drummer, a charity that serves low-income families and refugees.

Greg Diven then referred Council back to the remainder of the Executive Committee Report.

#### **A. Proposed Committee Restructuring**

Greg Diven reported that the Executive Committee is requesting Council approval of a new committee structure. The proposed changes resulted from a State Council request for Regional Councils to review their respective committee structures and organize committees based on areas of greatest need. The proposed Committee Structure is outlined below:

- Executive
- Basic Needs
- Diversity
- Training & Development
- Executive Roundtable
- Youth Council

The Executive Roundtable would be elevated to a standing committee. The Facilities Committee and the Marketing Committee functions would be collapsed into the Executive Committee. Norm Fitzgerald would represent Facilities and Jill Merritt would represent Marketing and Human Resources and continue to serve on the Executive Committee as subject matter experts. Charles Daud would continue to serve as the financial liaison on the Executive Committee.

Chairman Diven also proposed the formation of a Diversity Committee to work to address the workforce needs of special populations such as the Somali/Bantu, Older Workers, and various ethnic groups. Tony Gomez has agreed to chair this committee if supported by Council. The function of this committee would be to work with Central Region on specific areas of concern with immigrant groups and determine what is going on in the region and what problems are they facing that we as a Council can support and provide direction.

Jon Pierpont mentioned that Salt Lake County has asked us to look at our diversity within the Council's membership.

Norman Fitzgerald announced that a new African American Chamber has been formed and should be contacted as a resource. Mention was also made regarding the Hispanic Chamber, the Indian Tribe-Goshutes in Tooele County, and other groups serving special populations that should be involved.

Chairman Greg Diven asked that any further suggestions for the Diversity Committee be funneled through him or Diane Lovell.

Kerry Steadman noted that the weight of deciding what groups/areas we impact should come by recommendations from the department as diversity issues are many and it is important that we make a difference with some groups rather than a little for every group.

Linda Fife indicated that the ATC is very interested in doing credentialing workshops for foreign professionals who are licensed or certified in their native countries.

**Norm Fitzgerald moved to accept the reorganization of committees as outlined including the establishment of a new Diversity Committee. Kevin Schofield seconded the motion. All voted “Aye”. The motion carried.**

Chairman Diven assigned to each committee the task of reviewing and revising its functions for presentation (in writing) to the Council on March 23<sup>rd</sup>.

Tony Gomez asked that anyone interested in serving on the Diversity Committee to contact him. His contact information can be found under Tab 3 of packets.  
Aida Castrillo volunteered to be on this committee.

Lastly, Chairman Diven shared that Steve Rosenberg has opted to serve on the Basic Needs Committee and Kevin Schofield will continue on the Executive Roundtable Committee.

## **B. Council Retreat**

Chairman Diven referred to the outline for the Council retreat. The theme is “Integrity in the Workplace”. He asked if anyone had any information they would like on the agenda for this Retreat to please contact him or Diane Lovell. The purpose of the Retreat is to identify action plans to meet the 2007 objectives.

A tour of the Firefighters Museum will take place during the lunch hour. In addition, efforts are underway to arrange a tour of the Walmart Distribution Center or the Miller Sports Park for those interested. Diane Lovell and Vint DeGraw are working on the arrangements.

Special guests invited to the Retreat will include Governor Huntsman, Tani Downing and her deputy’s, key legislators, Tooele officials, Public Information officers from DWS, Youth Council members, DWS Managers as well as any others deemed appropriate. Special activities for this retreat include:

1. Council Member Award – Charles Daud will coordinate this and any suggestions should be given to him.
2. Three outstanding customers to receive recognition awards – one youth, one adult and one employer.
3. Publicity will be covered by Curt Stewart.

Mr. Diven reiterated the following action items to be completed before the Retreat:

- Committees to develop two goals prior to the Retreat
- Read Dr. Quinn McKay’s book – *The Bottom Line on Integrity*

## **Committee Reports**

**Basic Needs** – Karen Silver provided an update on the UTA Public hearing for the bus route on 5600 West. There was a lot of discussion at the hearing regarding the what

“appeared to be priority service” for the new Daybreak subdivision when older established areas such as 5600 West are not getting the same consideration.

Ms. Silver received a letter from UTA yesterday thanking her for her comments and their decision on the 5600 West bus route. The Basic Needs Committee will decide if they should register a protest or letter of concern regarding the seemingly different criteria UTA is using for establishing transportation routes.

Facilities – Norm Fitzgerald reported that he has a meeting scheduled tomorrow with the DWS Facilities Coordinator and will update the Executive Committee regarding the meeting outcomes and decisions. Mr. Fitzgerald would like more information about the emphasis on virtual facilities as opposed to brick and mortar facilities.

#### Training & Development

Russ Thelin mentioned that today’s committee meeting focused primarily on the request that was made to look at the purpose of the Training & Development Committee and the committee will revisit this at the next meeting as well.

In addition, the goals of the committee were reviewed. Karla Aguirre shared upcoming “simplification” pathways that helped the committee identify goals for the upcoming year.

#### Youth Council

Paul Jackson referred Council to the performance outcome report, and called attention to the youth outcomes for Central Region.

Allan Ayoub questioned what the “negative” entries meant. Mr. Jackson will refer Mr. Ayoub’s question to Steve Leyba for response.

#### Executive Roundtable

Greg Diven reported on the Automotive Roundtable. A meeting with instructors will be held on March 2, 2006 at SLCC Jordan Campus to get everyone (instructors) unified regarding the need for a seamless, articulated automotive curriculum. A follow-up meeting will be scheduled to include key Legislators, Larry Miller and Bob Garff, etc to solicit their support.

The Construction Roundtable progress was also reported and includes:

- March 28, 2006 has been selected for the first Roundtable.
- Rich Thorn, Pres/CEO AGC (Associated General Contractors) is helping to coordinate and sent invitations to AGC membership yesterday
- DWS has recently sent invitations to 250 construction industry employers
- Received 6 reservations and 3 surveys as of yesterday
- Initial agenda setting has occurred and John Hill will conduct the Roundtable
- Final Construction Roundtable planning will be completed on March 9<sup>th</sup>

Allan Ayoub suggested the following three individuals be included on the invitation list:

1. Parley Hellawell – Plumbing Construction Company
2. Steven Clark – Contracted to do part of the Capital
3. Mike Morley – M3 Construction (General Contractor)

**Old Business**

There was no old business to report

**New Business**

There was no new business to report

**Public Comment**

There was no public comment.

The meeting was adjourned at 2:07 pm.